
CONSTRUCTION & PROFESSIONAL SERVICES MANUAL – 2004

CHAPTER 13: MASTER PLANS AND SITE & UTILITY PLANS

SECTION 1300.0 GENERAL

1300.1 MASTER PLANS

Pursuant to Section 4-4.01 of the 2003 Virginia Acts of Assembly, hereafter called the Appropriation Act, each State Agency which possesses state-owned real property shall have a Master Plan for each site. The Board of Visitors of institutions of Higher Education shall approve the Campus Master Plans on behalf of the Governor. (§4-4.01.g of the 2003 Virginia Acts of Assembly) The applicable Agency Head shall approve the Master Plan of that State Agency on behalf of the Governor.

The Master Plan drawings are intended to depict the current and proposed land use and development of the campus / physical plant as stated in the Agency's 10 year plan. The Master plan shall also contain a narrative describing the proposed land use and development of the campus / physical plant and proposed programs planned for development or implementation.

1300.2 SITE AND UTILITY PLANS

Site and Utility Plans are an integral part of the Facility development for code compliance, utility location info, and for state employee and contractor safety. The site and utility drawings are intended to depict the current condition of the Agency's physical plant. The Agency shall update its site and utility drawings by February 28 of each year. The update shall show buildings completed, land acquired, etc., and demolition of existing buildings or site improvements, since the last update. If no changes are required to the Plans, annotate the plans with: "Current as of (date)".

SECTION 1301.0 THE MASTER PLAN

1301.1 Each State Agency which possesses state-owned real property or proposes to acquire plant or property must have a Master Plan for each site. The Master Plan is intended to depict current and future land use and guide future growth of the Agency's physical plant in a planned and orderly fashion. Agencies with physical plant locations in the Chesapeake Bay Watershed shall be sensitive to the Chesapeake Bay Watershed Development Policies and Guidelines, published by the Chesapeake Executive Council, in the development of the Master Plan. Emphasis should be placed on compatible land use. Plans should address long range needs, to the extent possible, through the next 10 or more years. Future building sites and construction should be indicated to the extent that Agency long-range plans and program guidance provide such information.

CONSTRUCTION & PROFESSIONAL SERVICES MANUAL – 2004

CHAPTER 13: MASTER PLANS AND SITE & UTILITY PLANS

Generally, the six year plan for capital construction is sufficient for actual facility siting. Longer range development may be indicated as generalized areas and labeled as to the anticipated use. The Master Plan is a flexible document; consequently, facility construction program accelerations or slowdowns will necessitate revisions to the facility development portion of the plan. The format and content requirements of this Chapter apply to all future new and revised Master Plans. Agencies currently holding approved Master Plans as of the date of this Manual are not required to revise their plans based solely on the new requirements of this Chapter. Future revisions must be in accordance with the provision of this Chapter.

- a. Sites being used (or planned acquisitions) for approved programs that will remain in entirely natural, undeveloped condition are excluded from this requirement to develop a Master Plan.
- b. If a site is planned for no more than two structures and is less than five acres in size, a site plan similar to that included with the working drawing submittal is adequate until such time as expansion and/or further development of the site is contemplated.
- c. If there is no new development or disposition planned for a site, the current approved Master Plan, if in general accord with the requirements of this Chapter, is adequate. It will be revised to comply with this Chapter in detail upon its next revision.
- d. For sites excluded under b) and c) above, the Agency must have a copy of the site plan with buildings numbered to conform to the FAACS numbering system.

1301.2 The Master Plan must be revised or updated as necessary to depict any approved changes in present or contemplated Agency program goals and objectives.

1302.0 MASTER PLAN REQUIREMENTS:

1302.1 Master Plans must be prepared by a Registered Architect or recognized Professional Planner. Drawings(s) / Site Plan(s) are to be provided to the Agency on Mylar reproducible or, where the Agency has the capability, the Agency may require that the A/E or Planner provide the Master Plan on 'CD' for CADD application.

1302.2 Present the material in the following sequence:
Cover Sheet - "Comprehensive Master Plan for (Agency) for (Location)"

CONSTRUCTION & PROFESSIONAL SERVICES MANUAL – 2004

CHAPTER 13: MASTER PLANS AND SITE & UTILITY PLANS

Table of Contents

Narrative Detail

Maps / Graphics – Current Conditions

Maps / Graphics – Future Developments

Site Utility Plans are required separately but may also be included in the Master Plan

1302.3 Narrative : Narrative information should supplement, not repeat, information contained on drawings or maps. This information will normally be presented on 8 ½” X 11” sheets with 11’ X 17” foldouts but may be provided in tabular form, if such presentation would make it more understandable to the reader. The Agency may also include in the narrative its visions and plans for new or future programs, property acquisitions and such information.

1. Briefly describe the capacity and current load of utility plants and energy and utility lines serving the Agency complex. Where utilities are provided by commercial/municipal sources, indicate connected capacity and/or any limitations stipulated in the contract/agreement between the Agency and the commercial/municipal source (e.g., sewerage, water, electric, natural gas).
2. Briefly describe the capacity of proposed new or enlarged energy/utility plants and systems and the general areas of development on the Master Plan that requires increased energy/utility system capacity
3. Briefly list and describe each proposed new or altered building. Include the name (function) of the building, the number of floors, the gross square feet, and when the year construction is planned to begin.
4. If land is anticipated to be surplus, indicate the location and amount of acreage.
5. If buildings are anticipated to be surplus, indicate the name, number and location of the building, the current function, the gross square feet, and the type of construction.

1302.4 The Master Plan Maps / Graphic Plans must be in 2 Sections:

a. Current Conditions

- 1.. Include a vicinity map to show the location of the site in Virginia and in the overall setting, i.e., on a county road map or a USGS sheet (most sites have been plotted on USGS base sheets and copies are available).
2. A topographic map with contours showing buildings, roads, parking lots, vegetation/tree areas (both improved and unimproved areas), and major

CONSTRUCTION & PROFESSIONAL SERVICES MANUAL – 2004

CHAPTER 13: MASTER PLANS AND SITE & UTILITY PLANS

pedestrian avenues. Show the Limits of the 100 year Flood Plain if such exists on the site. Delineate areas under an approved timber management plan or which are leased for mineral extraction.

3. A site plan / map without contours showing buildings with name and FAACS number, roads, parking lots, major pedestrian avenues, archeological sites, historic land-marks, timber management areas and areas leased for mineral extraction.

b. Future Expansions / Development

1. A future development site plan without contours showing existing and future buildings (future facilities will be cross-hatched or highlighted by some other technique), existing and future roads (with traffic direction indicated), timber management areas, areas leased for mineral extraction, parking lots and major pedestrian avenues, proposed property boundaries, whether expanded or reduced (must relate to reasonable land needs: See DGS/DEB Directive No. One, Real Property Management), archeological sites, historic landmarks, and uses for land proposed for acquisition.
2. If additional land is proposed for acquisition, indicate the proposed use, how this relates to existing use, the location, information on terrain, water courses and bodies of water, 100-year floodplain, archeological sites and historic landmarks.
3. If land is anticipated to be surplus, indicate the location and amount of acreage.
4. Indicate proposed location of new or altered buildings. Include the name (function) of the building, the number of floors, the gross square feet, and when the year construction is planned to begin.
5. Indicate buildings that are anticipated to be surplus or demolished.
6. Indicate location of proposed new or enlarged energy/utility plants and systems and the general areas of development on the Master Plan that requires increased energy/utility system capacity.

CONSTRUCTION & PROFESSIONAL SERVICES MANUAL – 2004

CHAPTER 13: MASTER PLANS AND SITE & UTILITY PLANS

1303.0 SITE AND UTILITY PLANS: Site and Utility Plans are an integral part of the Facility development for code compliance, utility location info, and for state employee and contractor safety. The comprehensive site and utility drawings are intended to depict the current condition of the Agency's physical plant. .

1303.1 SITE AND UTILITY PLANS GENERAL REQUIREMENTS

- a. Site and Utility Plans must be on 24" x 36" reproducible sheets. Plans are to be provided to the Agency on Mylar reproducible or, where the Agency has the capability, the Agency may also require that the A/E or Planner provide the Plans on 'CD' for CADD application.
- b. All maps must be to scale of 1 inch equals 100 feet scale (1"=100'). For tracts of land planned for limited development, smaller scale maps with greater contour intervals may be approved by the Division of Engineering and Buildings, but all areas involving development must comply with the 1" to 100' scale and 2' contour requirement.
- b. Where contours are specified, 2-foot contour interval is required. In areas of significant elevation changes, a larger contour interval may be used.
- c. Property boundaries and easements must be shown. Political subdivision lines shall be shown and labeled with the name of each jurisdiction, if the facility lies within more than one political subdivision.
- d. For land with river, stream or tidal areas, the 100 year flood plains limits must be clearly identified.

1303.2 Utility distribution system plans must be on separate sheets as listed below. However, if the complexity of the systems makes inclusion of all systems illegible on only two sheets, additional sheets may be used to separate the systems further on other sheets.

- electrical, communications, heating and cooling systems, natural gas and water systems;
- storm drainage and sanitary sewerage systems which flow by gravity.

1303.3 The following site and utility drawings are required :

- (1) A site plan with contours showing property boundaries, Bench Marks or Reference Points, buildings with name and FAACS number, roads, parking lots,

CONSTRUCTION & PROFESSIONAL SERVICES MANUAL – 2004

CHAPTER 13: MASTER PLANS AND SITE & UTILITY PLANS

major pedestrian avenues, "wetland areas", 100 year flood plain limits, and vegetation / tree areas.

- (2) A utility drawing without contours showing buildings, roads, parking lots, aboveground and buried electrical and communication lines, water distribution lines, natural gas lines and heating and/or cooling distribution lines.
- (3) A utility drawing with contours showing buildings, roads, parking lots and storm drainage and sanitary sewerage lines.

SECTION 1304.0 SITE AND UTILITY PLAN MAINTENANCE

- 1. The site and utility drawings shall be maintained by the Agency office responsible for facility management.
- 2. "MISS UTILITY" has confirmed that the participating utility providers ("operators") who have utilities on state property will come onto that property and mark their utilities. "MISS UTILITY" is not responsible for, nor do they mark, utility lines that are owned and operated by the state agencies on state property. The state agency is responsible for having and maintaining the utility plans which depict the utility locations and marking those locations as necessary upon request.
- 3. State agencies **MUST** update **THEIR** Site Utility Plans with accurate locations of their utilities.